



CITY OF HAYWARD

AGENDA REPORT

AGENDA DATE 04/10/01

AGENDA ITEM 6

WORK SESSION ITEM

TO: Mayor and City Council

FROM: Director of Community and Economic Development

SUBJECT: Authorization to Execute Agreements with Plan Check Consultants

RECOMMENDATION:

It is recommended that the City Council approve the attached resolution authorizing the execution of agreements for the provision of plan check services with the listed firms.

BACKGROUND:

The City of Hayward has historically entered into agreements with private firms for plan check services that exceed the availability or capacity of City staff. This arrangement benefits the city in a variety of ways. It allows the city to employ the number of staff necessary to meet the average level of demand for plan check services, yet remain flexible enough to provide additional or more specialized plan check services when required. Keeping a series of firms under contract and available to respond also insulates the City from the difficulty of trying to find qualified firms or persons to assist us on short notice. The agreements with these firms are structured to pay standard compensation for services provided in response to specific permit applications. The cost of these services is fully compensated by the plan check fee charged the applicant. Keeping several firms under contract allows the City to distribute the work to firms based on their specific area of specialization and on their staff availability. The continuous relationship also encourages the firms to give the City special consideration on turnaround time and priority of review.

In 2000, the City Building Official solicited firms by means of a Request for Qualifications. Currently, the City has agreements with six plan check firms. Some of these have worked with the City for many years and a few have been added more recently to keep up with the current exceptionally high demand for plan check services. Three of the six firms are qualified MBE/DBE firms. A review of these agreements indicates that several need to be re-approved because of expiration dates or limited dollar amounts. Staff is recommending that all of these contracts be re-authorized for a period of three years. The continuous nature of the need for these services and the likelihood that the work required under each contract will exceed \$25,000 per fiscal year suggest that multi-year agreements will provide greater reliability of service and avoid an undue administrative burden. Multi-year contracts of this nature have been allowed for other efforts, such as the recently approved agreement for external auditor services, with the proviso

that they are subject to annual appropriation. The City can determine it is appropriate to cease referring plan check applications to any or all of these firms at any time, whether the cancellation clause is invoked or not.


Staff is, therefore, recommending authorization to enter into agreements in an amount not to exceed \$75,000 per fiscal year per firm. A few of the longstanding contracts were for this amount and it will allow the staff to assure that exceptionally large or complex projects, such as the proposed energy center or other high- and bio-tech projects, can be reviewed in a timely and fully professional manner. At the end of this three-year period staff will again issue a request for qualifications for plan check services.

The six firms for which authorization to renegotiate agreements is sought are:

Linhart Pertersen Powers
Berryman & Henigar
ASI
EQE
RK Associates
Degenkolb Engineers

Staff recommends that the City Council approve the attached resolution authorizing the execution of agreements for plan check services with each of the above named firms for a period of three years in an amount not to exceed \$75,000 per firm per fiscal year.

Prepared and Recommended by:


Sylvia Ehrenthal, Director of Community
and Economic Development

Approved by:


Jesús Armas, City Manager

Attachment: Resolution

DRAFT

HAYWARD CITY COUNCIL

RESOLUTION NO. _____

Introduced by Council Member _____

RESOLUTION AUTHORIZING CITY MANAGER TO EXECUTE AGREEMENTS WITH PLAN CHECK CONSULTANTS

BE IT RESOLVED, by the City Council of the City of Hayward that the City Manager is hereby authorized to enter into and execute agreements for plan check services with each of the following named firms for a period of three years, in an amount not to exceed \$75,000 per firm, per fiscal year, in a form to be approved by the City Attorney:

Linhart Petersen Powers
Berryman & Henigar
ASI
EQE
RK Associates
Degenkolb Engineers

IN COUNCIL, HAYWARD, CALIFORNIA _____, 2001

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST: _____
City Clerk of the City of Hayward

APPROVED AS TO FORM:

City Attorney of the City of Hayward